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WORKERS' COMPENSATION – COMPREHENSIVE

If the employee is injured on the job, no matter how slight the injury, the employee may be entitled to workers compensation benefits, as stipulated by state law. Employees should report any injury immediately, no matter how slight, to (Title/Position).

Workers compensation, paid for entirely by the Company provides for medical, surgical, and hospital treatment as well as compensation for lost time in accordance with state requirements.

The Company's policy and practices related to an employee who is injured on the job include, but are not limited to the following guidelines:

- Employees should contact their supervisor and file an incident report immediately.
- Employees are required to request an authorization form to visit the Company physician/medical professional for treatment. Depending on the state laws in which you work, the Company may or may not designate the locations in which to seek treatment. The Company reserves the right to schedule future physician/medical professional appointments and to accompany the employee to the physician's/medical professional office.
- If the employee fails to report to a scheduled appointment, it will be considered failure to report to work and may be subject to the Company's discipline policy.
- Employees not following their physician's/medical professional's plan of treatment and/or restrictions will be subject to discipline up to and including termination.
- The rapid and efficient return of the employee to his or her job, or an alternate position until the attending physician/medical professional releases the employee to regular duties, is the goal of the desired outcome of workers' compensation incidents.

An employee who is on workers' compensation leave may be required to provide the Company with statements from a medical professional concerning the employee's present ability to work. Employees who have been on workers' compensation leave will not be permitted to return to work without a medical professional's certification satisfactory to the Company releasing the employee to return to work. If there is any questions concerning an employee's abilities as a result of any restriction or limitation, the Company reserves the right to seek clarification from a licensed medical professional, including a physician or other medical professional designated by the Company.